

**Who we are and what we do:**

We are the State's law office serving Tennessee with principled, independent, and excellent counsel.



**Paralegal  
Office of the Attorney General and Reporter**

**OVERVIEW:**

The paralegal will support the team that, among other things, does TDOT tort work, which can be document intensive. The successful candidate should be dependable, organized, diligent, able to work on multiple projects and/or tasks, be able to think and work independently, and have good analytical, communication and writing skills.

**DUTIES INCLUDE:**

- Filing and organizing electronic and paper documents
- Responding to written discovery
- Assisting with investigations
- Organizing and maintaining case files
- Reviewing form documents for clerical errors/mistakes
- Drafting documents and correspondence
- Researching case law and issues
- Performing other duties as assigned

**MINIMUM QUALIFICATIONS:**

- 3 years of paralegal experience preferred
- Knowledge of Word, Excel, Adobe Acrobat Pro, Westlaw, and LexisNexis
- Four-year college or university degree, an associate's degree in Paralegal or Legal Assistant Studies from an accredited institution, or a Paralegal Certificate from an ABA approved program

**To apply:**

Please submit your resume to Pete Sullivan at [pete.sullivan@ag.tn.gov](mailto:pete.sullivan@ag.tn.gov).

*Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.*